

Date of Meeting: 12 December 2023	Location: By Video Conference / TNA	THE
Title: User Advisory Group Meeting	Subject or Purpose: Minutes of a regular meeting held on 12 December 2023	NATIONAL ARCHIVES
ATTENDEES		
Susan Moore (Maps)	James Fenwick (Academic Users, Diversity & Inclusion LGTBQ)	
Jeremy Stocker (Academic Researcher)	Emmajane Avery (TNA - Director of Public Engagement & Sector Leadership)	
Roger Fisher (Map Room Users & Overseas Researchers)	Lucy Fletcher (TNA – Director of Public Access & Government Services)	
Mike Grahn (Onsite Personal)	Lee Oliver (TNA - Head of Visitor Experience)	
Lisbet Sherlock (Family History & Online)	Roger Kershaw (TNA – Head of Strategic Operations & Volunteers)	
Anne Samson (Ethnic Minority & Other Diverse Groups)	Will Butler (TNA – Head of Military Records)	
Caroline Nielsen (Diversity Inclusion Academic)	Tina Morton (TNA – Head of Archives Sector Leadership)	
Richard Marks (Academic & Historian Community)	RM (TNA – Senior Personal Assistant Minute Taker)	
APOLOGIES		
Alison Kay (External Archive Users)	Jennifer Aston (Academic Researcher)	
Pat Reynolds (Family History & Online)		

1.	<u>Introduction & Welcome (LF)</u>
	LF introduced the UAG to three new members. The new members provided a brief on their respective areas of speciality. Apologies were noted from AK, JA and PR.
2.	<u>Minutes & Matters Arising (LF)</u>
	The UAG Meeting Minutes for 6 September were agreed with the exception of the item on 'Digital Crowd Sourcing' (AS). It was agreed that a meeting would be arranged with AS and the appropriate TNA staff for further discussion on this item which would not be part of the UAG meeting.

	<i>Action: RM/LO</i>
3.	<u>Terms of Reference and Meeting Schedule (LF)</u>
	<p>LF advised the delegates that (with agreement of the Board) the group would revert back to focussing on more strategic items and that any operational items would be filtered through TNA's on-line portal.</p> <p>LF advised the group that ToR has been changed with agreement of the group to 3 times per year and that the dates would be further discussed to accommodate the academic year.</p> <p>The new ToR will be sent to the delegates for signature.</p> <p style="text-align: right;"><i>Action: RM</i></p>
4.	<u>Public Services (LO)</u>
	<p>LO provided an update on the reading rooms being quieter and pointed out there would still be some noise during the day during work being undertaken to build the new exhibition.</p> <p>LO advised the group of the forthcoming exhibition 'Great Escapes' and that invites for a private event at the end of January would be sent to the group.</p>
	<p>AS suggested that the 'online chat' portal indicate that an actual person would respond to requests and not an AI to give users more confidence in using this way of getting information etc.</p>
5.	<u>Great Escapes (RK / WB)</u>
	<p>RK & WB introduced themselves to the group and provided a presentation on the exhibition which will run from February to July.</p> <p>RK pointed out that the exhibition coincided with the 80th anniversary of the 'Great Escape' from Stalag Luft III in March 2024.</p> <p>RK informed the group that the inspiration of the exhibition came about whilst a team of volunteers were cataloguing the WO416 POW cards. The proposal of exhibition was brought to the Steering Group of Exhibitions in March 2022.</p> <p>RK provided the group with an overview of the exhibition comprising of prisoners of war and civilian internees.</p> <p>WB followed this by informing the group that the exhibition shines a light on lesser known experiences of those in captivity and explores the ways individuals sought to cope with captivity through escape to successfully breaking out of camps to find solace in setting up theatre performances, writing to loved ones, secretly producing artworks and falling in love. It features prisoners of war and civilian internees including women and children who were classed at 'enemy aliens' and interned in camps.</p> <p>WB provided the group with a brief description of the design of the exhibition with visitors</p>

	<p>starting their journey by entering a tunnel with a nod to the prisoner of war escape tunnel. WB pointed out the 3 areas within the exhibition.</p> <p>Area 1 – To set the scene Area 2 – Main bulk of the exhibition Area 3 – How captives made it home and the impact of captivity and changes that followed.</p> <p>WB informed that group that the exhibition would be minimalistic and that TNA is borrowing material from other institutions such as the Imperial War Museum and Tate Gallery Archive to support our own records.</p> <p>WB advised the group that there were other events programme for this exhibition including a webinar and a new book which will be released in the middle of March 2024.</p>	
Q.	<p>LS asked if the goal of the exhibition was for users come to look at records in TNA. Is there any help for the lay person? Are there more women represented in the physical escape?</p>	
A.	<p>WB responded that it is the hope to inspire people to look at records. There will be a portal to create one search engine to help ease people in to view records and there is support in the rooms by approaching the enquiry desk from Tuesday – Saturday.</p> <p>With the question of women escaping WB pointed out that no internees escaped and that women are mentioned but in the support capacity and mental escape route</p>	
Q.	<p>AS asked why are there no African or Fijian prisoners represented as records do exist that they were prisoners during this time?</p>	
A.	<p>WB pointed out that they do feature in the exhibition and the stories are told. WB mentioned that In the June show case will feature some of the work on African war prisoners. Their various experiences will also be illustrated in the book.</p> <p>LF informed that group TNA marked black history month recently and that the exhibition is a tool to showcase less told stories.</p> <p>WB advised that the exhibition will enable crowd sourcing for visitors to share photo's, letters etc. related to this subject.</p>	
6.	<p><u>Archives for Everyone & Archives Unlocked (TM/EJA)</u></p>	
	<p>TM was introduced providing the group with a brief on the Archives Sector Leadership element of TNA informing them of a change in the name of the departments and move to the Directorate to Public Engagement & Sector Leadership. TM advised the group that ASL was a regional service facilitating communication with other archive sectors.</p> <p>TM presented the group with TNA's 3 principles:-</p> <ul style="list-style-type: none"> • The Inclusive Archive – who we are, serve, work and TNA's global role as custodians of a collection • The Entrepreneurial Archive – alert to new possibilities, partnerships & 	
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collaborations

- The Disruptive Archive – solving problems, moving forward quickly

EJA provided an overview of TNA's strategy reconfirming our historic mission with a 200 year milestone in 2038. The next 4 years and beyond to include:-

- A living digital national archive
- An inclusive, collaborative and available archive
- A national archive not just government but of state
- A demonstrably sustainable archive

The group were informed that there would be the following principles in place:-

- Collection – exponential year on year growth of digital archives, parliamentary archives, c10million service personnel records, a new collections policy
- Custodianship – regional presence, sustainability, upgraded legacy infrastructure, reduced preservation risk, archives unlocked refreshed
- Connection – increased in-person, on-line, global and research connections

TM provided the group with the 3 aspects of what this means for the sector:-

- Leadership Refresh – review after 10 years, announced at DCDC conference, new leadership statement, focus on advocacy, partnership & leadership. There is new leadership statement on the website
- Support for Archives for Everyone – to be organisational wide function, collaborative agreement with ARA, refreshed funding offer, sharing expertise
- Future of Archives Unlocked

TM informed the group of what is in the pipeline:-

- Apprenticeships – level 7 apprenticeships (post-graduate level) was launched in October with x22 apprentices across the regions at the end of apprenticeship they will be qualified Archivists.
- Archives Accreditation – this is going through a 10-year review and there will be a big push for 2024.
- Communications & Advocacy strategies
- Data creation, collection and evaluation
- Home Nations network - improve the ways of working across home nations to work more efficiently
- Public Engagement – supporting Public Engagement through surveys and focus groups

Archives Unlocked

TM informed the group that it has been 8 years since Archives Unlocked (the Government's vision for archives) was launched and that during 2024 workshops and surveys will be held to gather sector views with a launch of a new vision for sector and strengthening of the Steering Group made up of TNA and other relevant

	institutions.
	LF advised the group that the needs of archives was reflected in the ministers speech regarding the new Data Protection Bill and is an example of how TNA are supporting Archive Leadership. LF informed the group that this speech can be read in Hansard.
Q.	RS asked what it is the schedule for Parliamentary archives.
A.	LF advised the group that approximately 8km will be moved over the next 12-18 months
Q.	JS asked why TNA do not have a programme for digitisation of documents. JS pointed out that there had been a programme of digitising microfilm which has been stalled and that digitisation of public records should be a priority.
A.	<p>LF informed the group that TNA have digitisation plans in place for the next few years. LF reiterated that digitisation is through commercial partners and it is a cost benefit. LF advised that group that TNA have many statutory obligations which do not include digitisation.</p> <p>LF informed the group that there are Board discussion on what records would be put forward for digitisation and what is commercially viable for digitisation.</p> <p>LF advised that FCO141 is being digitised.</p> <p>LF reiterated that TNA are global leaders in digitisation and there are details on-line illustrating TNA's methodology for preservation on digital documents.</p>
7.	<u>Delegated Submitted Items</u>
Q.	SM - In view of the BL's problems, how secure is TNA, and have additional actions been taken? I imagine that all UAG delegates (and TNA staff) will be concerned about this
A.	<p>LF advised the group that TNA have been actively monitoring the systems used to protect us against similar cyber-attacks. Specific information has been provided to TNA to enable monitoring of such incidences, TNA are introducing other measures and are working closely with National Cyber Security Centre to mitigate such risks.</p> <p>TNA are subject to regular simulation work by the NCSC to test their defences. A report is submitted to ministers who have accepted that TNA have the correct mitigations in place.</p> <p>LF informed the group cyber security has been moved to the Corporate Risk Register.</p>
8.	<u>Any Other Business (LF)</u>
	None

Meeting closed at 12:10